

The Girard Free Library is seeking a full-time, salaried Assistant Library Director. The Library is a CLEVNET member, serving over 9,000 residents in Girard and the surrounding area. It currently has 12 employees. This professional, administrative, and supervisory position assists the Library Director in managing the library, playing a major role in personnel administration, daily operations, technology, and adult programming.

Duties

- Meets regularly with Director to review and implement library policies, services, and procedures
- Assumes leadership of the Library in the Director's absence
- Participates in the interviewing and hiring of staff
- Assists with the scheduling of staff
- Oversees the Library's overall technology, acting as an intermediary between the Library and CLEVNET
- Plans and implements adult programs
- Attends library conferences and events to ensure continual professional development
- Attends all library board meetings, as appropriate
- Provides reference and backup circulation duties, as needed
- Performs related duties and special projects assigned by the Director

Requirements

- ALA-accredited Master of Library Science or bachelor's degree in related field and public library experience
- Three years of progressively responsible public library experience
- Awareness of current library technology trends
- Experience with ILS systems (SirsiDynix a plus) and MS Office preferred
- Experience planning, implementing, and evaluating adult programs preferred
- Excellent oral and written communication skills
- Ability to organize and prioritize work, respond to varied work demands, and make decisions as required
- Ability to work all hours of library operation, including evenings and weekends when necessary
- Satisfactory criminal background check and drug test
- Valid driver's license

The salary range begins at \$52,000 and is commensurate with experience.

A generous benefits package includes medical, dental, and vision insurance; Flexible Spending Accounts; OPERS; and Deferred Compensation. Full-time staff members receive 12 paid holidays, paid personal days, paid vacation, and paid sick time.

Send resume, letter of interest, and the names of two professional references to gilpins@girardfreelibrary.org. The application closing date is Friday, January 3.